

**THE ADVISORY BOARD FOR INTERPRETERS BETWEEN HEARING INDIVIDUALS
AND INDIVIDUALS WHO ARE DEAF, DEAFBLIND, HARD OF HEARING, OR ORAL
DEAF**

**MINUTES OF THE
MARCH 4, 2016 LICENSURE SUBCOMMITTEE MEETING**

SUBCOMMITTEE MEMBERS PRESENT

Jami Hollingsworth, Chairperson
Jerrie Sue Finch
Holly Ketchum

SUBCOMMITTEE MEMBERS ABSENT

Debbie Pearce (Excused)

GUESTS PRESENT

Elizabeth Harris, ADH General Counsel
Bethany McLaughlin, ADH Legal Staff
Will Gorum, Interpreter
Linda Stauffer, Interpreter
Sebrena Westcott (by phone)

WELCOME AND CALL TO ORDER

Ms. Harris called the meeting to order at approximately 1:00 p.m. on Friday, March 4, 2016, in Room 902 of the Freeway Medical Building, 5800 West 10th Street, Little Rock, AR. A quorum being present, Ms. Harris requested the Subcommittee vote on a new chair. Ms. Ketchum made a motion to appoint Jami Hollingsworth as Subcommittee chair. Ms. Finch seconded the motion. The motion passed unanimously. Ms. Hollingsworth accepted the position of Chair and took over running the meeting.

INTRODUCTION TO THE APPLICATION PROCESS

Chairperson Hollingsworth briefly explained the approval process for initial and renewal applications and the duties of the Licensure Subcommittee.

QUESTIONS ON CURRENT APPLICATIONS

Cox, Victoria—Ms. Cox submitted an initial application for licensure with her \$125.00 fee, a signed application, and a copy of three credentials: an undated EIPA 3.6 with no formal seal, a QAST 2/2 from 2016, and a Missouri Intermediate Certification from 2006. A recommendation was made to approve her as a QAST 2/2 and list her Missouri certification on her license, but to request a more official copy of her EIPA score. A

motion was made to accept that recommendation. The motion was seconded and passed.

Westcott, Sebrena—Ms. Westcott submitted her renewal information on January 4, 2016, but did not include a signed application. On January 6, 2016, a letter was sent to Ms. Westcott requesting she provide an application. The Arkansas Department of Health did not receive any additional information and on February 9, 2016, a letter was sent to Ms. Westcott denying her application. Ms. Westcott contacted the Department for more information and subsequently submitted a signed and dated application. A motion was made to reopen her application and approve it. The motion was seconded and the motion passed.

Bagley, Darlene—Ms. Bagley submitted her renewal information on December 28, 2015, but did not include a signed application. On January 5, 2016, a letter was sent to Ms. Bagley requesting she provide an application. The Department of Health did not receive any additional information and on February 9, 2016, a letter was sent to Ms. Bagley denying her application. On March 3, 2016, Ms. Bagley came to the Department with a 2015 QAST 1/1. She completed and signed an application form at that time. A motion was made to request Ms. Bagley provide a 2016 QAST credential (or proof of 2016 qualifications). The motion was seconded and passed.

Hunton, Gloria Jean & Wilbanks, Ashley—Ms. Wilbanks and Ms. Hunton were sent letters requesting additional information to complete their renewal applications. No additional information has been received. A motion was made to send letters denying their application. The motion was seconded and passed.

A motion was made to authorize the Department staff to send initial denial letters when an application is not complete and no additional information is sent. The motion was seconded and passed. The letter will contain information on the applicant's right to appeal the denial to the Subcommittee.

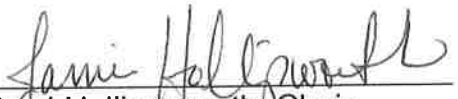
OTHER MATTERS

Ms. Hollingsworth stated that a new rotation for application review needed to be established. The Subcommittee agreed on the following rotation:

March 2016-Debbie Pearce
April 2016-Jami Hollingsworth
May 2016-Holly Ketchum
June 2016-Jerrie Sue Finch
July 2016-Debbie Pearce
August 2016-Holly Ketchum
September 2016-Jami Hollingsworth
October 2016-Jerrie Sue Finch
November 2016-Jami Hollingsworth
December 2016-Holly Ketchum
January 2017-Debbie Pearce

The Subcommittee agreed to hold a meeting immediately before the next Quarterly Meeting of the Advisory Board for Interpreters, at 1:00 p.m. on May 5, 2016.

There being no other business, the meeting was adjourned at approximately 2:00 p.m.


Jami Hollingsworth, Chair

Approved on May 6, 2016